



GOVERNMENT OF WEST BENGAL

Office of the Director of Land Records and Surveys and
Joint Land Reforms Commissioner, West Bengal,
Survey Building, 35, Gopal Nagar Road, Kolkata 700 027.
Tel Ph: 2479-5727/5991/7355; Fax : 2479-8804/7361

Memo No. 58/ **204** (22)/Comp(MRR)/2015 (Pt) Dated, Alipore, the **10th August**, 2017

From : The Director of Land Records & Surveys &
Joint Land Reforms Commissioner,
West Bengal.

To : The A.D.M. & District Land & Land Reforms Officer,
Darjeeling / Kalimpong / Coochbehar / Jalpaiguri / Alipurduar / Uttar Dinajpur /
Dakshin Dinajpur / Malda / Murshidabad / Howrah / Hooghly / Nadia / Birbhum /
Bankura / Purba Burdwan / Paschim Burdwan / Purulia / Purba Medinipur /
Paschim Medinipur / Jhargram / North24-Parganas / South 24-Parganas.

Sub: Inspection of Modern Record Rooms

Ref: This Office No. 58/127(19)/Comp/2015 dated 02.05.2017

It has been observed during the visit of Principal Secretary, Land & Land Reforms and Refugee, Relief & Rehabilitation Department and Land Reforms Commissioner, West Bengal and other officers of the Directorate that newly constructed Modern Record Rooms at BL&LRO offices are not being used properly. Modern Record Rooms were conceived for safe and secure storage of the original mother volumes of RS and LR Records and other relevant documents which are prone to damage or theft for unscrupulous means.

1. In some BL&LRO offices, Modern Record Room is being used as Godown with old furniture and unnecessary papers dumped into it. This practice should be stopped forthwith.
2. It has been observed that seating arrangement of staff has been made within the Modern Record Room, which is not at all desirable. The seating arrangement of staff should always be kept outside the gate of Modern Record Room and Modern Record Room shall only be accessed using the access control system which can be monitored through IP cameras.
3. The IP Cameras shall be located in such a manner that entry of officers and staff in the Modern Record Room and their movements in the Modern Record Room can be watched. The objective of installing IP cameras is to put all activities inside the Modern Record Room under surveillance. Any attempt to maneuver with this system will be seriously viewed. No IP cameras should be installed with local IPs; instead block wise Reliance IP allotted should be used so that Modern Record Rooms can also be monitored remotely.
4. The scanned data base of RS/LR records should be under the custody of BL&LRO only and the Computer/WorkStation meant for this purpose should be kept inside the chamber of BL&LRO.

Reports have been received from some districts that such scanned database of RS/LR records are not being kept in the BL&LRO's chamber but is accessed from the OTC counter where everyone has access, leading to a possibility of such data being copied in external drives for taking away the same out of the office.

5. It has also been found that the WBSWAN, while installing their router is dismantling internal wiring of the racks which was covered and thereafter the racks are left uncovered even if the installation of the router of WBSWAN is done. This Directorate will shortly introduce proper rack system in the old 181 sites where Modern Record Room was constructed in the first phase.
6. It has also been observed that RS records are frequently wrapped with dirty old cloth. RS records are not kept in racks and some records are even kept on the floor. **Manual records should always be kept in compactors with proper indexing.** If additional storage or racks are required then DL&LRO may send proposal to the Directorate.
7. During inspection of Block Offices, compliance of these instructions shall have to be noted.
8. An officer in the rank of Revenue Officer/SRO-II in each Block shall be entrusted by DL&LRO for strict observation of the guidelines.

Handwritten signature and date: Adh 10/8/18

(SHEKHAR DUTTA)

Director of Land Records & Surveys and
Joint Land Reforms Commissioner, W.B.

Memo No. 58/ **204** /1(1)/Comp(MRR)/2015 (Pt)

Dated, Alipore, the **10th August**, 2017

Copy forwarded for kind information to the Principal Secretary, Land & land Reforms and Refugee, Relief & Rehabilitation Department and Land Reforms Commissioner, West Bengal for favour of kind information.

Handwritten signature and date: Adh 10/8/18

(SHEKHAR DUTTA)

Director of Land Records & Surveys and
Joint Land Reforms Commissioner, W.B.